

KTS Data Exchange: Training for 2016-17 Schedule Preparations

For most districts, high school scheduling for the new school year typically begins in January. The Office of Career and Technical Education (OCTE) and the KTS Data Exchange team would like to make sure technical schools principals are ready and high schools are aware of the unique scheduling setup required of Kentucky Technical School (KTS) courses. Therefore, OCTE is encouraging all scheduling teams to attend, in person, the same half-day training. Scheduling teams consist of the high school schedulers (principal and/or counselor), Area Technology Center (ATC) principals, and Career and Technical Center (CTC) principals. Attending in-person, and as a team, will enable all members to plan and discuss best scheduling prep practices for the 16-17 school year. Attendance will also offer the scheduling team one-on-one assistance with the KTS Data Exchange team.

It will be necessary for all ATC & CTC principals to reach out to their feeder high school schedulers to coordinate and select a potential training date and time. It will then be the responsibility of the technical school principal to register their team for training. At this time all training sessions will take place at the Kentucky Department of Education, (500 Mero Street, Frankfort, KY, 40601) in the 20th floor training room. Space will be limited to keep the training sessions personalized, so your team will need to select a first, second, third and fourth choice for a session. Sessions will be assigned on a first come, first serve basis. You will receive confirmation of which pick has been designated for your scheduling team. In the event all scheduling team members are unable to attend in person, there may be the opportunity for the missing team member to Lync into the training session, but this will need to be discussed and cleared with OCTE in advance. Since training sessions will be individualized, sessions will not be recorded for later viewing.

To register, click [here](#). Morning sessions will begin at 9:00 a.m. and end at 12:00 p.m. EST. Afternoon sessions will begin at 1:00 p.m. and end at 4:00 p.m. EST. EILA credit will be offered at the request of the administrator in attendance. Morning and afternoon sessions will be offered:

- Tuesday, November 10
- Thursday, November 12
- Tuesday, November 17
- Wednesday, November 18
- Tuesday, November 24
- Tuesday, December 8
- Thursday, December 10
- Tuesday, December 15
- Thursday, December 17